



DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL
1425 PRINCE AVENUE
ATHENS, GEORGIA 30606-2205

IN REPLY REFER TO:

NSCSINST 4205.5

032

MAR 30 1994

NAVSCSCOL INSTRUCTION 4205.5

Subj: PROCUREMENT OF HAZARDOUS MATERIAL (HAZMAT)

Ref: (a) FED-STD-313C
(b) NAVSUPINST 4200.85~~2~~
(c) OPNAVINST 5100.23~~2~~
(d) DFARS 223.72
(e) 29 CFR 1910.1200 (g)

Encl: (1) AUL Feedback Form, NSCS Form 4205/1 (2/94) (Sample)

1. Purpose. To promulgate policies and procedures for the acquisition of Hazardous Material (HM) onboard Navy Supply Corps School (NSCS) in accordance with references (a) through (e).

2. Background.

a. Reference (a) identifies HM by Federal Supply Class (FSC) and requires that a Material Safety Data Sheet (MSDS) be submitted for all items listed in Table I (FSC's 6810, Chemicals; 6830, Gases; 6840, Pest Control Agents and Disinfectants; 6850, miscellaneous chemicals; 7930, Cleaning and Polishing compounds; 8010, Paints; 8040, Adhesives; 9110 Fuels; 9150 Oils and Greases, etc) and items having one or more of the following characteristics: asbestos, mercury, polychlorinated biphenyls, items with a flash point below 200 degrees F, items which produce fumes, vapors, mists or smokes during normal operation, flammable solids, radioactive substances, and formaldehyde.

b. The primary source of acquisition will be in accordance with reference (b). The Supply system will be used as the primary source of procurement of all HM. Open purchase of HM will be authorized only when system stock is inadequate due to documented deficiencies of material condition or suitability, non-responsive delivery schedule, or non-availability of items meeting the minimum salient characteristics of the required material. Requests for HM not listed on the Authorized Use List (AUL) must be justified on an AUL Feedback Form NSCS Form 4205/1 (2/94), enclosure (1), which must be completed and submitted prior to any procurement action. Requests for open purchase of HM must be approved by the Commanding Officer or his designated representative and are limited to those items listed on the AUL with a Local Stock Number (LSN).

3. Policy. The acquisition of all HM to be used on board NSCS is limited to those items listed on the AUL and will be accomplished in accordance with the policies and procedures established by this instruction. All requests for HM must reference either the NSN or the LSN listed on the master AUL.

4. Responsibility. Department heads, division officers and heads of tenant activities are responsible for verifying requests for HAZMAT, and will ensure that the policies contained in this instruction are followed. In addition, the following personnel are designated to perform the duties indicated.

a. Supply Officer will:

(1) Establish and maintain the AUL.

(2) Ensure the acquisition of HM is in accordance with references (a) through (e) and this instructions.

b. Safety Officer will:

(1) Train all personnel in the safe handling and use of HM.

(2) Ensure adequate lockers are available in designated areas for storage of flammable/corrosive materials.

c. Public Works Officer will:

(1) Ensure Hazardous Waste and excess HM are disposed of properly.

5. Action.

a. The requesting official shall:

(1) Ensure that all requests for HM are clearly identified on the request form, (e.g., the phrase "HAZMAT" must be prominently annotated). The requestor is also responsible for checking the AUL to ensure the item is authorized for that work space and that the quantity requested is consistent with the average use as reported on the AUL. Requests for items not listed on the AUL must have an approved NSCS Form 4205/1 attached. Requests for open purchase of items normally available from systems stock must be justified as described in paragraph 2.b.

b. The Supply Officer shall:

(1) Review all requests for HM to ensure only those items listed on the master AUL are procured.

(2) Ensure that all regulations and guidelines for procurement of HM are adhered to.

NSCSINST 4205.5

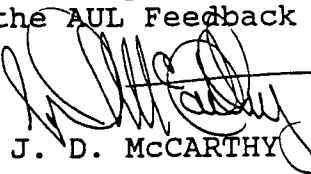
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(3) Ensure that all AUL's and MSDS files are accurate and current.

(4) Ensure that all receipted HM is properly identified, labeled (specific hazards must be identified), staged, and distributed.

(5) Ensure that quantities of HM being procured are consistent with established usage.

6. Review. The Supply Officer is responsible for the annual review of this instruction and the AUL Feedback Form.



J. D. MCCARTHY

Distribution: (NSCSINST 5216.2)
List I (all cases)
List III (case P)

Copy to:
Supply Officer

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NSCS FORM 4205/1 (2/94)

All data must be typewritten
or printed in black ink.

NAVY SUPPLY CORPS SCHOOL HAZARDOUS MATERIAL PROGRAM AUL FEEDBACK REPORT

PART ONE

DATE: _____

FROM: _____

TO: Commanding Officer, Navy Supply Corps School - Athens

SUBJ: REQUEST FOR MODIFICATION TO HAZMAT AUL

PART TWO - TYPE OF REQUEST: [Indicate Selection(s)]

☐ **DELETE ITEM**

LOCATION: _____

NSN: _____ MSDS NUMBER: _____ (Leave blank if not known)

MANUFACTURER: _____ PART NUMBER: _____

U/I: _____ O/H QUANTITY: _____

TURNED-IN TO: _____ DATE: _____

(Copy of turn-in document must be attached)

☐ **ADD ITEM** (Copy of request and MSDS must be forwarded to NEHC for action below.)

LOCATION: _____

NSN: _____ MSDS NUMBER: _____

MANUFACTURER: _____ PART NUMBER: _____

JUSTIFICATION: _____

Requesting Department Head Signature

Date

APPROVAL SIGNATURES

SAFETY OFFICER _____ Date _____

PUBLIC WORKS OFFICER _____ Date _____

COMMANDING OFFICER _____ Date _____

ACTION

Change made to AUL ☐ Date: _____ MSDS Number: _____

Local NSN assigned (if applicable): _____

Copy of request and MSDS forwarded to Navy Environmental Health Center ☐ Date: _____

SUPPLY OFFICER _____ Date: _____

